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# INSTRUCTIONS
for
# NOTICE OF COMPLETION
## OF CHANGE OF APPROPRIATION WATER RIGHT
(Form No. 618 R/93)

**IMPORTANT**: Montana water law requires the holder of an "Authorization to Change Appropriation Water Right" to file a certified statement with the Department (DNRC) notifying it how the authorized change was completed. Form No. 618, Notice of Completion of Change of Appropriation Water Right, must be completed and submitted to the Department on or before the completion deadline date indicated on the authorization. If the authorized change cannot be completed before the deadline, file an Application for Extension of Time (Form No. 607), 30 days before the deadline date; otherwise the authorization is void.

Form No. 618 must be completed by a person experienced in the design, construction, or operation of the appropriation works. This may include, but is not limited to, hydrologists, water resource consultants, irrigation specialists, engineers, or the authorization holder if experienced in water measurement or legal land descriptions. If the form is not completed properly or corrected within the time allowed by the Department, the authorization may be subject to revocation pursuant to Section 85-2-402, MCA.

*Form No. 618 is to be completed with information showing how the change was developed. When completing Form No. 618, follow the line-by-line instructions below. If you have any questions, contact your local Water Resources Regional Office listed on the back page.Regional office employees cannot, however, complete the form for you.*

## PART A *General Information*

1. List the Authorization to Change number. The number is listed on the authorization or can be found in DNRC's records. Most authorization numbers have four parts: two letter codes — one in parentheses — a numeric part, and a water basin number. (Example: G (W) 123455 - 43Q) Some may not have the letter in parentheses. Complete the date the authorization was issued. This date can be found on the bottom of the authorization.

2. List the name of the current owner of the authorization, mailing address, and daytime phone number. If the current owner is different than the owner listed on the authorization or in the DNRC records, a Water Right Transfer Certificate Form No. 608 must be filed to update the DNRC ownership records.

3. If the field examiner (the person completing this form) is someone other than the authorization holder, indicate that person's full name, professional title, mailing address, and daytime phone number. If the field examiner is the authorization holder write "same."

4. Indicate the date on which the project was examined.

## PART B *Change Authorized*

Identify what was authorized to be changed. Check the appropriate box(es) and complete the applicable section(s) C, D, E, **or** F.

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HELENA, MONTANA 59620

## PART C *Change in Point of Diversion*

Check the appropriate box indicating whether the authorized new point of diversion replaces an existing point of diversion or whether it is an additional point of diversion.

1. Assign the listed **new** point of diversion an identification number (IDENT. NO.) that corresponds to that particular point of diversion on the map required in Part H. Give the location of the new point of diversion to the nearest 1/4 1/4 1/4 section, Section, Township, Range, and County. If the point of diversion is within a subdivision, <u>also</u> give the lot number, block number, and subdivision name. If it is within a government lot (GOV'T LOT), identify the lot number.

2. If the new point of diversion replaces the old point of diversion, assign the listed **old** point of diversion that is no longer used an identification number (IDENT. NO.). The identification number must correspond to that particular point of diversion on the map required in Part H. Describe the location to the nearest 1/4 1/4 1/4 section, Section, Township, Range, and County. If the point of diversion is within a subdivision, <u>also</u> give the lot number, block number and subdivision name. If it is within a government lot (GOV'T LOT), identify the lot number.

## PART D *Change in Place of Use*

For a change in place of use for irrigation purposes, complete Items No. 1 and/or No. 2. For non-irrigation purposes, complete Items No. 3 and/or No. 4.

1. Describe the location of the **new** place of use for irrigation to the nearest 1/4 section or 1/4 1/4 section, Section, Township, Range, and County. If the place of use is within a subdivision, <u>also</u> give the lot number, block number, and subdivision name. If it is within a government lot (GOV'T LOT) identify the lot number. List the total number of acres in the new place of use.

2. If lands were removed from irrigation to irrigate a new place of use, give the location of the lands removed.

3. For non-irrigation purposes, list the purpose. Give the location of the **new** place of use to the nearest 1/4 section or 1/4 1/4 section, Section, Township, Range, and County. If the place of use is within a subdivision, also give the lot number, block number, and subdivision name. If it is within a government lot (GOV'T LOT), identify the lot number.

4. For non-irrigation purposes, list the purpose and give the location of the **old** place of use.

## PART E *Change in Purpose of Use*

1. Identify the **new** purpose for which the water right is used. Give the flow rate at which the water is diverted for this use and the volume, in acre-feet used per year. Describe the new use on the lines provided.

2. Identify the **old** use, the purpose for which the water right is no longer used. Give the flow rate and volume of water used for the old purpose.

## PART F *Change in Place of Storage*

1. Give the capacity of the **new** impoundment in acre-feet. Attach an engineering survey or an "SCS As Built" survey. If a survey was not made attach the Field Examiner's measurements and complete the appropriate formula.

Form No. 618 R/93

Dept. reviewer _____

STATE OF MONTANA
DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

# NOTICE OF COMPLETION
## OF CHANGE OF APPROPRIATION WATER RIGHT
Field Report

*Instructions: Use this form to report the completion of an Authorization to Change Appropriation Water Right. This form must be filed on or before the deadline date on the authorization or authorized extension of time. If the project is not completed, file an Application for Extension of Time 30 days before the authorization deadline date; otherwise the authorization is void. For complete instructions, read "Instructions for Notice of Completion of Change of Appropriation Water Right."*

A. GENERAL INFORMATION

1. **AUTHORIZATION NO.** _____
   Date Issued _____

2. Owner _____
   Mailing Address _____ Telephone No. _____
   City _____ State _____ Zip _____

3. Field Examiner _____ Profession _____
   Mailing Address _____ Telephone No. _____
   City _____ State _____ Zip _____

4. Field Investigation Date _____

B. CHANGE AUTHORIZED

❑ Point of Diversion (Complete Section C.)
❑ Place of Use (Complete Section D.)
❑ Purpose of Use (Complete Section E.)
❑ Place of Storage (Complete Section F.)

C. FOR CHANGE IN POINT OF DIVERSION

The new point of diversion: ❑ replaces OR ❑ is in addition to the old point of diversion.

1. NEW Point of Diversion

| IDENT NO | GOV'T LOT | LOT | BLK | 1/4 | 1/4 | 1/4 | SEC | TWP N/S | RGE E/W | CNTY |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |

Subdivision Name _____

2. OLD Point of Diversion if Replaced by the New Point of Diversion

| IDENT NO | GOV'T LOT | LOT | BLK | 1/4 | 1/4 | 1/4 | SEC | TWP N/S | RGE E/W | CNTY |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |

Subdivision Name _____

D. FOR CHANGE IN PLACE OF USE

1. NEW PLACE OF USE FOR **IRRIGATION**

| ACRES | GOV'T LOT | LOT | BLK | 1/4 | 1/4 | 1/4 | SEC | TWP N/S | RGE E/W | CNTY |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

_____TOTAL ACRES Subdivision Name _____

2. ACRES **NO LONGER IRRIGATED**

| ACRES | GOV'T LOT | LOT | BLK | 1/4 | 1/4 | 1/4 | SEC | TWP N/S | RGE E/W | CNTY |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

_____TOTAL ACRES Subdivision Name _____

3. NEW PLACE OF USE FOR **NON-IRRIGATION** PURPOSES

| PURPOSE | GOV'T LOT | LOT | BLK | 1/4 | 1/4 | 1/4 | SEC | TWP N/S | RGE E/W | CNTY |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |

Subdivision Name _____

4. OLD PLACE OF USE FOR **NON-IRRIGATION** PURPOSES

| PURPOSE | GOV'T LOT | LOT | BLK | 1/4 | 1/4 | 1/4 | SEC | TWP N/S | RGE E/W | CNTY |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |

Subdivision Name _____

E. FOR CHANGE IN PURPOSE OF USE

1. NEW Use _____
   Rate _____ gpm/cfs  Volume _____ acre-feet

   NEW Use _____
   Rate _____ gpm/cfs  Volume _____ acre-feet

Describe New Use (no. of families for domestic, no. of head of stock, no. of acres, etc.)

_____

_____

2. OLD Use _____
   Rate _____ gpm/cfs  Volume _____ acre-feet

   OLD Use _____
   Rate _____ gpm/cfs  Volume _____ acre-feet

F. FOR CHANGE IN PLACE OF STORAGE

1. NEW Storage

Attach an engineering survey, an "SCS As Built" survey, or complete the formula below with current measurements of the reservoir or pit as it was built.

Dam: Surface Area _____ (acres) X Maximum Depth _____ (at dam) (feet) X 0.4 = _____ (capacity) AC-FT

Pit: Surface Area _____ (acres) X Maximum Depth _____ (feet) X 0.5 = _____ (capacity) AC-FT

2. NEW Place of Storage

| GOV'T LOT | LOT | BLK | 1/4 | 1/4 | 1/4 | SEC | TWP N/S | RGE E/W | CNTY |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |

Subdivision Name _____

3. OLD Place of Storage

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |

Subdivision Name _____

G. AUTHORIZATION TO CHANGE CONDITIONS OR LIMITATIONS

Explain how each of the conditions of the authorization have or have not been met.

_____

_____

_____

_____

_____

_____

_____

_____

H. MAP AND PHOTOGRAPHS

Attach a copy of aerial photo or USGS Quadrangle showing the following:

- Section Corners and Numbers
- Township and Range Numbers
- Point of Diversion (old and new)
- Place of Use (old and new)
- Place of Storage (old and new)

Photographs of your changed diversion, place of use, place of storage, or purpose of use will help document the completion and operation of your project. If photos are submitted, label them with the following information:

- Authorization Number
- Date photo taken
- Name of photographer
- Subject of photo (point of diversion, etc.)

I. COMMENTS

_____

_____

_____

_____

_____

J. CERTIFICATION

The above information is a true statement of the extent the project was developed.

_____ _____

Date Field Examiner's Signature

SEAL

Subscribed and sworn before me this _____ day of _____, 19_____

Notary's Signature _____

Notary for the State of _____

Residing at _____

My Commission Expires _____

K. AUTHORIZATION HOLDER (sign only if the person signing the certification is not the authorization owner)

I have reviewed these findings and submit this notice of completion to the Department.

_____ _____

Date Signature

***SUBMIT THE COMPLETED FORM TO YOUR LOCAL REGIONAL OFFICE LISTED IN THE INSTRUCTIONS***

2. Give the location of the **new** place of storage to the nearest 1/4 1/4 1/4 section, Section, Township, Range, and County. This should be the description of the point where the dam crosses the stream. If the impoundment is within a subdivision, also give the lot number, block number, and subdivision name. If it is within a government lot (GOV'T LOT), identify the lot number.

3. Give the location of the **old** place of storage.

## PART G *Authorization to Change Conditions or Limitations*

All authorizations are issued by law subject to the following condition.

*The approval of this change is not to be construed as recognition by the Department of the water rights involved. All water rights are subject to possible modification under the proceedings pursuant to Title 85, Chapter 2, Part 2, MCA, and 85-2-404, MCA.*

Some authorizations have other conditions to protect the rights of other appropriators. Review the authorization and any final order to identify any other conditions that have been placed on the authorization. Describe how these conditions have been met or, if they have not been, explain why.

## PART H *Map and Photographs*

A map of the project must accompany Form No. 618. Use a copy of an aerial photograph or a USGS quadrangle. The scale must be 2 inches to the mile or greater. The map must contain section corners, section, township, and range numbers. Show the location of the point of diversion, place of use, and any place of storage for the water right before it was changed. Then show the location of the new point of diversion, place of use, or place of storage. Label any points of diversion with the identification number as noted under Part C of Form No. 618.

Photographs may be used as additional documentation to show that the authorization was completed. Photos may be submitted along with Form No. 618 to be placed in the authorization file. Photos must include the following information: authorization number, date photo was taken, photographer's name, and the subject of the picture (new point of diversion, etc).

## PART I *Comments*

Use this space to explain further any item on the form. If more space is needed, attach additional paper.

## PART J *Certification*

The person completing Form No. 618 must sign the certification. If the authorization holder signs the certification, he/she need not sign Part K.

## PART K *Authorization Holder*

If the authorization holder completes Form No. 618 he/she does not need to sign Part K. If some other party completes Form No. 618, the authorization holder must sign Part K.

***Submit the completed Form No. 618 to your local Regional Office.***

DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION
WATER RESOURCES DIVISION
WATER RIGHTS BUREAU
1520 EAST SIXTH AVENUE
HELENA, MT 59620-2301

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